

MTCON'26

Online Presentation Guidelines

Dear Presenters,

Thank you for participating in MTCON'26!

Online presentations will be conducted via **Zoom** through the **MTCON Virtual** panel on our conference website. Please carefully review the following guidelines to ensure a smooth and professional presentation experience.

1. Format & Time Allocation

Online presentations will be held via Zoom in a live, synchronous format.
Each presentation is strictly limited to 15 minutes total: <ul style="list-style-type: none"> • 12 minutes for the presenter's talk • 3 minutes for Q&A
The Session Chair will notify you with a 1-minute warning before time is up.
Please keep to the schedule to allow smooth transitions between presentations.

2. Accessing Your Session via MTCON Virtual

Go to www.mtcon.org on your browser.
On the homepage, locate the MTCON Virtual panel — it is positioned in the center of the page, immediately to the left of the countdown timer.
At the date and time of your session as listed in the program, click MTCON Virtual.
On the page that opens, you will see the session rooms. Click on your designated room to join the Zoom session.
Presenters are strongly advised to connect at least 15 minutes before the session start time to complete technical checks and coordinate with the Session Chair.

3. Technical Requirements

Use a stable internet connection — wired connections are strongly recommended.
Ensure your microphone and camera are working properly before joining.
Use a headset or earphones to minimize background noise and echo.
Present from a quiet, well-lit environment with a neutral or professional background.
Download and install the Zoom desktop app in advance — do not rely on the browser version.

4. Presentation & Screen Sharing

Send your presentation slides to the organizing team before the session as a backup.
Use Zoom's "Share Screen" feature to display your slides during your talk.
Test screen sharing before the session starts with the Session Chair or technical support.
Close all unnecessary applications and browser tabs before sharing your screen.
Disable notifications (e.g., email, messaging apps) to avoid interruptions.
Slide design should follow MTCOON'26 best practices: one main point per slide, high-contrast fonts (min. 24 pt), and minimal animations.

5. During the Session

Keep your microphone muted when you are not presenting.
Turn your camera on during your presentation.
The Session Chair will introduce you by name and affiliation before your turn.
Begin presenting only after the Session Chair gives you the floor.
After your presentation, stay on the call for the Q&A segment (max. 3 minutes).

6. Q&A Facilitation

Audience members will raise their hand or post questions in the Zoom chat.
The Session Chair will manage the queue and call on participants.
Keep your answers brief and focused — the Q&A is limited to 3 minutes.
The Session Chair will politely close the Q&A if time is exceeded.

7. Backup & Contingency

If you experience technical difficulties, immediately type a message in the Zoom chat .
Have a PDF backup of your slides ready on your device.
If disconnected, rejoin by returning to www.mtcon.org → MTCOON Virtual → your room.
In case of a prolonged connection issue, the Session Chair will proceed to the next presenter and return to you if time permits.

8. Professional Conduct

Dress professionally — the session will be attended by other participants.
Be respectful and attentive during other presenters' talks.
Use the chat feature only for relevant questions or comments during the session.

We look forward to your presentation and appreciate your contribution to MTCOON'26. Should you have any questions, please do not hesitate to reach out to the conference organizing team.

Warm regards,
MTCOON'26 Organizing Committee